United Nations ST/AI/2005/9

Secretariat

26 July 2005

Administrative instruction amending administrative instruction ST/AI/2003/7

Competitive examination for recruitment to the Professional category of staff members from other categories

1. Pursuant to section III of General Assembly resolution 59/266, the Under-Secretary-General for Management amends as follows administrative instruction ST/AI/2003/7, entitled "Competitive examination for recruitment to the Professional category of staff members from other categories":

Section 6.4 is replaced by the text set out below:

Section 6
Format and substance of the examination

"6.4 On the basis of performance in the written examination, the board of examiners will invite selected candidates to an oral examination. The number of candidates convoked for the oral examination will normally be five times the number of posts available under the 10 per cent limit approved by the General Assembly. More or fewer candidates may be convoked if the Central Examinations Board considers it to be warranted."

Section 8.2 (d)-(i) is replaced by the text set out below:

Section 8
Central Examinations Board

"8.2 The Central Examinations Board has the following responsibilities:

...

(d) To select and approve, on the basis of a list of projections provided by the Office of Human Resources Management, the posts to be filled within the 10 per cent limit approved by the General Assembly through the examinations;

(e) To review and decide upon recommendations made by the boards of examiners, especially on the arrangements for the marking of papers; recommendations on which candidates are to be convoked to the oral examination, based on results of the written examination; recommendations on

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the attainment of the minimum professional standards required for recruitment; and recommendations for the recruitment of successful candidates;

(f) To establish the final ranking of candidates and then, taking into account the expressions of preference by the candidates, assign the posts to the successful candidates within the 10 per cent limit approved by the General Assembly;

(g) To take note of information submitted by the Office of Human Resources Management to the Board on the placement of up to seven successful candidates on P-2 level posts that are not subject to geographic distribution, other than language posts, and up to three successful candidates in duty stations with chronically high vacancy rates when no successful candidates from the national competitive recruitment examination are available;

(h) To recommend to the Secretary-General possible improvements for future examinations;

(i) To recommend, pursuant to section 2 above, which occupational groups will be selected for the next examination."

Section 12 is replaced by the text set out below:

Section 12
Recruitment of successful candidates

"12.1 The Central Examinations Board will make the final recommendations to the Secretary-General with regard to the recruitment and assignment of successful candidates up to the 10 per cent limit approved by the General Assembly. When approved by the Secretary-General, the recommendations of the Central Examinations Board will be implemented.

12.2 After the Secretary-General's approval of the recommendations of the Central Examinations Board, appointments against any additional posts shall be possible only in accordance with sections 12.5 and 12.6 below.

12.3 Successful candidates will be recruited against the posts selected for the examination up to the 10 per cent limit approved by the General Assembly. The Office of Human Resources Management, in cooperation with the Central Examinations Board, will be responsible for the assignment of successful candidates to posts in the occupational groups in which they have succeeded, after taking into account, in order of priority, the ranking of the candidates in the examinations and the stated preferences of the candidates. In the event that, within an occupational group, there is an unused post or posts because there was an insufficient number of successful candidates meeting the requirements to perform at the junior Professional level, the unused limit will be allocated to the occupational group that has the largest number of unplaced successful candidates, up to the limit of available posts in that occupational group. Should there be two or more occupational groups with the same number of unplaced successful candidates, the unused limit would then be allocated to that occupational group within which the smallest number of candidates has been placed.

12.4 Successful candidates will normally be expected to serve at least two years in their new post. Candidates who do not wish to be assigned to the post

or posts available to them relinquish ipso facto their claim to recruitment under the competitive examination, and, consequently, the next-ranked unplaced successful candidate who has been certified as having met the minimum professional standard for recruitment will be offered the post after confirmation by the Central Examinations Board. If a candidate who is recruited separates from the Organization within six months of the implementation of the recruitment, the next-ranked unplaced successful candidate who has been certified as having met the minimum professional standard for recruitment will be offered the post after confirmation by the Board.

12.5 Once all successful candidates have accepted their posts under the 10 per cent limit approved by the General Assembly, the list of unplaced successful candidates will be circulated to all departments by the Office of Human Resources Management for placement against vacant professional posts not subject to geographical distribution, other than language posts, that occur throughout the year. The number of candidates placed on professional posts not subject to geographical distribution may not exceed seven each year. Placements will be assigned taking into account the order of the request by the department to the Office of Human Resources Management to fill the vacancy. The Office of Human Resources Management is responsible for monitoring the number of appointments in this category and for reporting the total number of candidates placed to the Central Examinations Board as soon as the number is reached.

12.6 Once all successful candidates have accepted their posts under the 10 per cent limit approved by the General Assembly, the Office of Human Resources Management will also identify vacancies in duty stations with chronically high vacancy rates, supported by evidence that no successful candidates from the national competitive recruitment examinations are available. The Office of Human Resources Management may place up to three successful candidates on these posts. Placements will be assigned taking into account the length of time the post has been vacant and the order of the request by the department to the Office of Human Resources Management to fill the vacancy. The Office of Human Resources Management is responsible for monitoring the number of appointments in this category and for reporting the total number of candidates placed to the Central Examinations Board as soon as the number is reached.

12.7 All successful candidates will be recommended for recruitment at the junior Professional level. The salary step at these levels will be determined on the basis of applicable staff rules.

12.8 The names of the successful candidates recruited will appear in the information circular on appointments, promotions and other staff changes, which is issued on a regular basis. The effective date of recruitment of the successful candidates will be the first day of the month in which they assume the functions of the post for which they have been selected."

2. The present instruction shall enter into force on 1 August 2005.

(*Signed*) Christopher B. **Burnham**
Under-Secretary-General for Management